LINC Housing Corporation and Local Initiatives Support Corporation are seeking a quarter-time AmeriCorps member to serve as a Financial Empowerment Administrator. The candidate will ideally begin service on October 1, 2019 and serve a minimum of 450 hours though the end of his/her/their term on July 31, 2020. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of LINC Housing or LISC.

**ORGANIZATION BACKGROUND**

LINC’s mission is to build communities and strengthen neighborhoods for people underserved by the marketplace. LINC’s affordable housing communities are known for excellent design, outstanding management, and life-enhancing services. Through collaboration with local governments and financial institutions, LINC has had a hand in creating more than 8,000 affordable apartments in 79 communities across California. We have 35 years’ experience creating communities for families, seniors, and individuals with special needs. We are committed to building and preserving housing that is affordable, environmentally sustainable, and a catalyst for community improvement. LINC Cares, our resident services division, provides services and referrals at no cost to our residents to address their financial, social, educational, and health needs. LINC Housing has been significantly expanding permanent supportive housing as well as pursuing deeper community development in the communities in which we build affordable housing.

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.  Over the last 38 years, LISC and its affiliates have invested approximately $20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities.  These investments have leveraged more than $60.4 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.  Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 35 markets and a Rural program making an impact in 2,100 counties. Visit us at [www.lisc.org](http://www.lisc.org/)

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

The member selected to serve in this capacity will be responsible for:

* Collaborating with onsite property management and LINC Cares Resident Services Coordinators to identify LINC Housing residents who would benefit from financial counseling services
* Conducting direct outreach to residents to market the financial education opportunities available
* Utilizing curriculum customized by LINC Cares staff to structure financial empowerment programs for LINC residents
* Matching workshops and individualized program components to resident needs at three to five LINC Housing properties
* Scheduling and hosting financial empowerment workshops
* Conducting pre- and post-tests to measure participants’ improvement in financial knowledge
* Connecting participating residents with other relevant LINC Cares programs, including job readiness and supportive services
* Compiling lessons learned and training other LINC Cares Resident Services Coordinators in the financial empowerment programs (as applicable)

**PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS**

This is an AmeriCorps position. LISC and LINC Housing will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member. Members will be provided with goal(s) at the onset of the service assignment based on the activities and responsibilities noted above. Members will track goal attainment monthly through an on-line system (training provided). Members will also discuss professional performance in the form of a mid-term and final appraisal. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day to day service at LINC Housing and assigned LINC properties and serve a minimum of 30-40 hours per week. Normal service hours are Monday – Thursday from 8:30 am – 5:30 pm with 30 minutes for lunch per day. There will be opportunities to serve Fridays, evenings and weekends. Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and LINC.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

* Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
* Attending all locally sponsored monthly meetings;
* Participating in nationally sponsored webinars;
* Actively participating in team coordinated service projects; and,
* Engaging in any other LISC events as determined by the local LISC office.

**DESIRED SKILLS**

* Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
* Ability to work independently and in a team environment
* Computer skills
* Good written and oral communication skills
* Ability to work a flexible schedule (some night and weekends may be required)
* Bilingual in Spanish (preferred)

**PROGRAM ELIGIBILITY REQUIREMENTS**

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

* Be eligible to earn 100% of the education award associated with this description
* Be eligible to perform the term of national service associated with this description
* Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
* Possess a high school degree, GED certificate or agree to achieve GED during the term of service
* Be at least 17 years of age (note there is no upper age limit)
* Be able to complete at the hours within the timeframe of the service term and serve the full term

**NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member in any national service program. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. All results must be received and reviewed by LISC at least two weeks prior to the first day of proposed service. Candidates must be cleared for service by LISC prior to the first day of service. LISC will review and discuss with the candidate any concerns with eligibility that may arise as a result of these checks as per LISC’s policy.

**PROGRAM BENEFITS**

Upon successful completion of the term of service, the member will be eligible for a $1,612.43 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of $4,000. The stipend is taxable and paid in two equal checks of $2,000.

Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni> and information on Public Service Loan Forgiveness can be found here: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

**HOW TO APPLY:**

Candidates should apply by submitting a resume and cover letter to: [jobs@linchousing.org](mailto:jobs@linchousing.org). Questions about the position can be directed to Maria Marquez-Brookes at (562) 684-1123 or [maria@linchousing.org](mailto:maria@linchousing.org).

We are committed to diversity and inclusion in the selection process.

*This program is available to all, and we treat all persons without regard to race, color, religion, creed, gender, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or*

*status protected by applicable federal, state or local law.*